



Title

Presentation Subtitle

Presenter Name

Presenter Title

<DATE>



How to Use This Template

To copy slides from an older presentation:

Open both the original presentation and the template document.

- For PowerPoint 2003 (and earlier) - Choose **Window > Arrange All** from the main menu.
- For PowerPoint 2007 - On the View tab of the ribbon, in the Window section, click on the **Arrange All** button.

This will show both presentations at the same time on your screen.

Title slide:

- Right click on the thumbnail title slide to be copied, in the Slides/Outline task pane of the original presentation.
- Choose *Copy* from the shortcut menu.
- In the DCoE PPT template, right click in the title slide
- Choose *Paste* from the shortcut menu.

Body slides:

- Left click the 2nd slide in the original presentation (you will see a gray box around it)
- Scroll to the bottom of the original presentation
- Hold down SHIFT and left click the final slide in the original presentation to select all remaining slides
- Right click on any selected thumbnail in the Slides/Outline task pane of the original presentation.
- Choose *Copy* from the shortcut menu.
- In the destination presentation, right click in a blank area of the Slides/Outline task pane, where you wish to place the copied slides. This can be anywhere in the sequence of slides in the presentation.
- Choose *Paste* from the shortcut menu.

To update POC information in the bottom-left of title slide:

- Select View > Master > Slide master
- Select slide 2
- Edit Name, Email and Phone fields in the bottom-left corner
- Click "Close Master View" button

Bullets

- First Level
 - Second level
 - Third level (Set to 85% of Text)

Please use DCoE Color Scheme
Blue: R: 0 G: 50 B: 91

Font Arial or Helvetica Neue